

**HOMELESS PREVENTION AND RAPID RE-  
HOUSING**

**DRAFT SUBSTANTIAL AMENDMENT TO THE  
CONSOLIDATED PLANS FOR THE CITY OF  
CANTON AND STARK COUNTY**

**Public comment period  
April 27, 2009 – May 9, 2009**

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the  
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

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Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange ([www.hudhre.info](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

*Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.*

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the  
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

**A. General Information**

<b>Grantee Name</b>	Board of Stark County Commissioners
<b>Name of Entity or Department Administering Funds</b>	Stark County Regional Planning Commission
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Beth Pearson
<b>Title</b>	Chief of Community Development
<b>Address Line 1</b>	201 Third Street NE
<b>Address Line 2</b>	Suite 201
<b>City, State, Zip Code</b>	Canton, Ohio 44702
<b>Telephone</b>	330-451-7395
<b>Fax</b>	330-451-7491
<b>Email Address</b>	<a href="mailto:bapearson@co.stark.oh.us">bapearson@co.stark.oh.us</a>
<b>Authorized Official</b> (if different from Contact Person)	Tom Harmon
<b>Title</b>	President, Board of Stark County Commissioners
<b>Address Line 1</b>	110 Central Plaza South
<b>Address Line 2</b>	Suite 240
<b>City, State, Zip Code</b>	Canton, Ohio 44702
<b>Telephone</b>	330-451-7371
<b>Fax</b>	330-451-7906
<b>Email Address</b>	<a href="mailto:tlharmon@co.stark.oh.us">tlharmon@co.stark.oh.us</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.rpc.co.stark.oh.us">www.rpc.co.stark.oh.us</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$589,412</b>
<b>Amount Grantee is Requesting</b>	<b>\$589,412</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

<b>Grantee Name</b>	City of Canton
<b>Name of Entity or Department Administering Funds</b>	Department of Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Carmen West
<b>Title</b>	Deputy Director, Department of Development
<b>Address Line 1</b>	218 Cleveland Ave. SW
<b>Address Line 2</b>	5 <sup>th</sup> Floor
<b>City, State, Zip Code</b>	Canton, Ohio 44702
<b>Telephone</b>	330-489-3258
<b>Fax</b>	330-280-2070
<b>Email Address</b>	Carmen.west@cantonohio.gov
<b>Authorized Official</b> (if different from Contact Person)	William J. Healy, II
<b>Title</b>	Mayor
<b>Address Line 1</b>	218 Cleveland Ave., SW
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Canton, Ohio 44702
<b>Telephone</b>	330-489-4300
<b>Fax</b>	330-489-3282
<b>Email Address</b>	<a href="mailto:healy@cantonohio.gov">healy@cantonohio.gov</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.cantonohio.gov">www.cantonohio.gov</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$1,183,577</b>
<b>Amount Grantee is Requesting</b>	<b>\$1,183,577</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the  
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**B. Citizen Participation and Public Comment**

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

Stark County, in collaboration with the City of Canton, held a public meeting for receiving input into the proposed amendment. This meeting was held on Wednesday, April 8, 2009 at 9:00 a.m. in the office of the Stark County Regional Planning Commission. Letters were sent to twenty individuals and organizations involved in providing housing and services to Stark County's homeless population as well as mainstream providers. The meeting was also advertised via a boxed ad that was placed in the Canton Repository (4/6/09), Massillon Independent (4/6/09) and the Alliance Review (4/3/09) (the three newspapers of general circulation for Stark County).

Following the meeting, the Proposed Substantial Amendment was presented to the Board of Stark County Commissioners at its public meeting on Wednesday, April 22, 2009. The Board approved the proposed amendment, a notice of which was published in the same three newspapers giving the web site where the entire notice is posted, on April 27, 2009 and allowed a twelve (12) day comment period. Following the comment period, the Board approved the final Substantial Amendment at its meeting on Wednesday, May 13<sup>th</sup> and this amendment was also published in the same three newspapers. The final amendment was also on the Stark County Regional Planning Commission's web site.

The City of Canton will submit its plan to City Council on April 17, 2009 and will share the same comment period. Board of Control approval on May 1<sup>st</sup> and submitting its final amendment by May 14, 2009. The proposed and final amendments were also available on the City of Canton's web site.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:
  - Grantee did not receive public comments.
  - Grantee received and accepted all public comments.
  - Grantee received public comments and did not accept one or more of the comments.
3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Response:

**C. Distribution and Administration of Funds**

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify: \_\_\_\_\_)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

Upon submission of the Substantial Amendment to the Consolidated Plan to HUD for approval, a meeting will be held with interested individuals and agencies interested in providing the services and collaboration necessary for providing additional resources to the intended clients of this program. The Stark County Regional Planning Commission and the City of Canton will issue a joint Request for Proposal (RFP) to solicit applications for the allocation of funding. Notice of the request for proposals will be published in each of the three newspapers of general circulation, announced at the Homeless Services Collaborative meeting, posted on the Stark County Regional Planning Commission's web site, and mailed to providers of services. Upon receipt of the RFPs, the Stark County Interagency Council on Homelessness' (SCICH) Evaluation Team will review the proposals and make a recommendation to the County and the City for funding.

An umbrella agency will be selected as the direct grantee for each of the elements of the program (i.e. case management, rental assistance, etc.). These will be the subgrantees of both the City and the County. The city will require that each recipient receives intensive counseling to encourage and maintain self sufficiency.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

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As stated above, the subgrantees will be selected once the Substantial Amendment is submitted to HUD. Upon notice from HUD that the application has been approved, both the County and the City will be prepared to enter into grant agreements with their subgrantees. The grant agreements will be prepared and signed by the subgrantee once the City and County receive notification that their respective applications have been approved. Each subgrantee will enter into a separate grant agreement with both/or the Board of Stark County Commissioners and the City of Canton. The grant agreements will be signed by the County and the City after the HPRP grant agreement between HUD and the County and City have been signed. All preparation work will be done in advance of the HPRP grant agreement so that the subgrantee agreements are signed prior to the September 30, 2009 deadline.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

As required by HUD guidelines the city plans to use a minimum of 60% of the funds within the first 2 years of the program. The city will provide monthly monitoring visits and require written reports to assess the performance and to ensure that the goals established are being reached for the numbers served and the expenditures are met on the quarterly basis. The city will also collect written data on individuals served and use of funds. This information will be reported in IDIS by the City of Canton and in HMIS by the provider. The city will work in harmony with the Start Regional Planning Commission.

Administrative dollars will be shared between the City and the subgrantee. Percentages will be determined based on the budget provide by the subgrantee.

The Stark County Regional Planning Commission (SCRPC) will be under contract to the Board of Stark County Commissioners for the oversight and administration of the HPRP program. The SCRPC has been under contract to the Board of Stark County Commissioners to administer both the Community Development Block Grant and HOME programs since their inception. In this capacity, the SCRPC will monitor the activities of the subgrantees. Monthly status reports detailing the activities and expenditures for each month will be required to be submitted by the subgrantees. In reviewing the monthly status reports, the SCRPC will be able to determine if activities are occurring on a timely basis. Issues will be able to be addressed immediately to correct the timely and eligible spending of the funds and the collaboration with mainstream services. In addition to monthly status reports, subgrantees will be required to submit quarterly reports providing performance information needed for IDIS input. All subgrantees will be monitored on-sight on an annual basis. If it is determined that additional on-sight monitoring is needed, the SCRPC will schedule this in a timely manner. SCRPC staff will remain

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available to all County subgrantees to answer questions and provide technical assistance as needed. Quarterly meetings between the SCRPC staff, the City of Canton staff and the subgrantees will be held as an additional means of providing oversight and technical assistance. These meetings will allow for immediate response to issues and concerns from all parties.

The SCRPC, in accordance with the HPRP regulations will ensure that 60% of the funds are expended within 2 years of the grant agreement and all funds expended within 3 years.

Administrative dollars will be shared between the SCRPC and the subgrantee(s). Percentages will be determined based on the budgets submitted by the subgrantee(s). Administrative dollars utilized by the SCRPC will be used for the application process, program oversight, technical assistance, monitoring and other eligible administrative activities.

The SCRPC will administer this program in the same effective and conscientious manner that it administers the other HUD programs of the County.

### **D. Collaboration**

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

First and foremost, the Board of Stark County Commissioners and the City of Canton are committed to providing a collaborative program to all residents of Stark County including the cities of Canton, Alliance and Massillon. In providing this collaboration, a seamless system will be developed that will apply to all citizens of Stark County as homelessness does not stop at jurisdictional boundaries. Included in this collaboration are the schools systems (City of Canton and the Stark County Schools), the Department of Veterans Affairs, and the Department of Jobs and Family Services. The Department of Veterans Affairs and the Department of Jobs and Family Services are members of the SCICH and the Canton City Schools is a member of the HSC. The Stark County Schools has attended the initial meeting of April 8, 2009. All of these agencies are committed to being an active part of the HPRP program. In providing this collaboration, scarce resources will be able to be stretched to assist the maximum number of people/families in the most cost effective manner. The city will also work with HUD approved counseling agencies. This collaboration will establish a link to assist households and assist them with sustainability and move them towards self sufficiency.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

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Response:

From the application process to the selection process to the expenditure of funds, the SCICH will be involved. The SCICH is the oversight body of the Continuum of Care within Stark County. The Proposed Substantial Amendment will be presented to the SCICH at its regularly scheduled meeting on April 28, 2009 for its approval and endorsement. The SCICH Evaluation Team will participate in making a recommendation on the selection of the agencies and activities to be funded. (The Evaluation Team is also the group responsible for evaluating and ranking the CoC applications within Stark County.) The County and City (both active members of the SCICH) will update the SCICH at each of its monthly Executive Committee meetings and quarterly Council meetings of the status and progress being made with HPRP.

Involving the Homeless Services Collaborative (HSC) in the planning and solicitation of proposals provides access to the mainstream resources available to homeless persons and those at risk of becoming homeless. The HSC is comprised of the various providers of housing and services for the homeless population within Stark County. Additionally, the Stark County Housing Task Force (made up of government, financial institutions, mainstream service providers, housing providers, and homeless providers) will be kept informed and involved in the planning for the expenditure of these program funds.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

Stark County's Consolidated Plan (FY 2004 – 2008) covers housing needs for all areas of Stark County with the exception of the City of Canton and the Village of Hills and Dales. Goals within the Consolidated Plan include addressing homeless needs within the County area and the cities of Alliance and Massillon. This goal is to work with the local homeless service providers to help fill in the gaps in the Homeless Continuum of Care. The strategies include working with the SCICH to develop a strategy to end chronic homeless by 2012, assist community organizations operating homeless shelters and services, including those programs providing supportive services to assist households in making the transition from homelessness to independent living, and working with the SCICH to identify other funding sources to fill in the gaps identified in the Continuum of Care.

The City of Canton's Consolidated plan (2009-2013) covers housing needs for the city. Goals include assisting homeless persons to obtain appropriate housing and assisting persons at risk of becoming homeless.

This strategy includes collaborating with area agencies that specialize in providing housing and services to those who are homeless and at risk to expend our funds efficiently

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**E. Estimated Budget Summary**

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

<b>HPRP Estimated Budget Summary – Stark County</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$ 265,235.40 (75%)	\$ 88,411.80 (25%)	\$ 353,647.20 (60%)
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 110,514.75 (75%)	\$ 36,838.25 (25%)	\$ 147,353.00 (25%)
<b>Subtotal</b> (add previous two rows)	<b>\$ 375,750.15</b>	<b>\$ 125,250.05</b>	<b>\$ 501,000.20</b>

Data Collection and Evaluation <sup>3</sup>	<i>(10%)</i>	\$ 58,941.20
Administration (up to 5% of allocation)		\$ 29,470.60
<b>Total HPRP Amount Budgeted<sup>4</sup></b>		<b>\$ 589,412.00</b>

<b>HPRP Estimated Budget Summary – City of Canton</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$ 532,609.65 (75%)	\$ 177,536.55 (25%)	\$ 710,146.20 (60%)
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 221,920.69 (75%)	\$ 73,973.56 (25%)	\$ 295,894.25 (25%)
<b>Subtotal</b> (add previous two rows)	<b>\$ 754,530.34</b>	<b>\$ 251,510.11</b>	<b>\$ 1,006,040.45</b>

Data Collection and Evaluation <sup>3</sup>	<i>(10%)</i>	\$ 118,357.70
Administration (up to 5% of allocation)		\$ 59,178.85
<b>Total HPRP Amount Budgeted<sup>4</sup></b>		<b>\$ 1,183,577.00</b>

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<b>HPRP Estimated Budget Summary – TOTAL CITY AND COUNTY</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re- housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$797,845.05 (75%)	\$ 265,948.35 (25%)	\$ 1,063,793.40 (60%)
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 332,435.44 (75%)	\$ 110,811.81 (25%)	\$ 443,247.25 (25%)
<b>Subtotal</b> (add previous two rows)	<b>\$ 1,130,280.49</b>	<b>\$ 376,760.16</b>	<b>\$ 1,507,040.65</b>

Data Collection and Evaluation <sup>3</sup>	<i>(10%)</i>	\$ 177,298.90
Administration (up to 5% of allocation)		\$ 88,649.45
<b>Total HPRP Amount Budgeted<sup>4</sup></b>		<b>\$ 1,772,989.00</b>

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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**F. Authorized Signature**

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title